



acdseeTM Photo Manager 2009

The easy way to organize and share your photos.

Getting Started Guide



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ACD Systems Technical Writing Department 2008

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Welcome to ACDSee 2009

Congratulations on choosing ACDSee 2009, the industry-leading, photo management software. ACDSee 2009 is fast, powerful, and so easy to use that it is essential for managing, viewing, editing, and sharing your digital photos and media files.

About ACDSee 2009

With ACDSee, you can quickly find, organize, and preview photos, fonts, video, and other media files on your computer. Downloading photos from cameras, scanners, or other removable devices is efficient and easy. You can also quickly rearrange ACDSee's screen to make sure that the tools you need are close at hand, and so make the most of your time.

Using Quick View or the full Viewer, you can have high-quality on-screen displays of your photos and media files with a few clicks.

Watch slide shows, play embedded audio, and view files in any of the over 50 supported photo and multimedia file formats, including PNG and RAW.

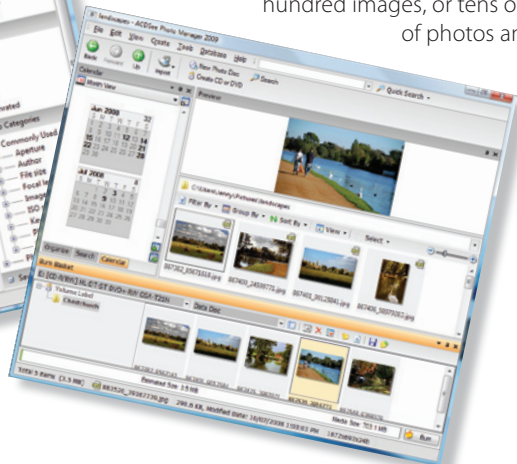
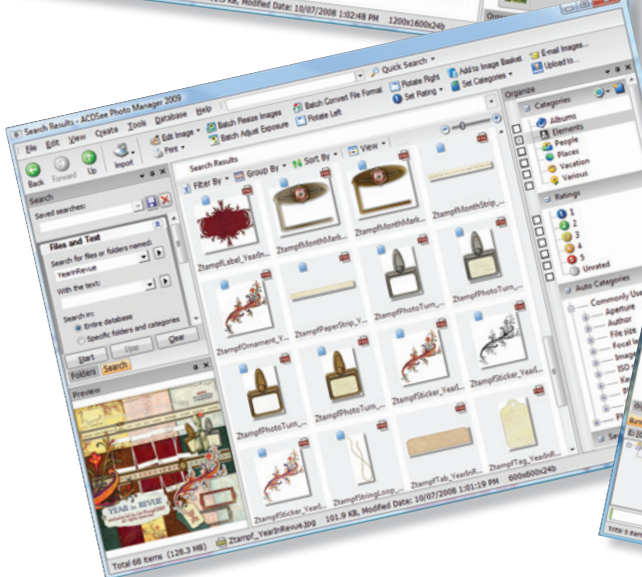
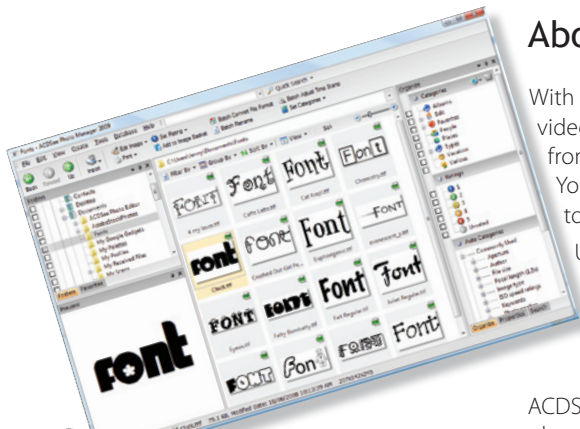
ACDSee also includes an editor where you can fix and enhance your photos. You can quickly fix common digital photo problems, such as red-eye effect, color casts, or even lens scratches and blemishes.

Crop, sharpen, blur, rotate, adjust exposure and color, or add text and special effects to give your photos an artistic flair.

You can even use ACDSee to adjust multiple images at the same time. Rename, resize, rotate, or adjust the exposure of a group of images, or the contents of an entire folder all at once. Can't remember where you put the photos you downloaded yesterday? With ACDSee, you can search your collection for specific photos, or adjust your display to see only the files you want to see.

ACDSee makes it easy to share your photos, too. You can e-mail them, turn them into video files and VCDs, burn them to CD or DVD, and use them to create an HTML album of photos to display on your Web site. You can also use ACDSee's powerful print tool to print photos and contact sheets of your collection.

ACDSee gives you all the tools you need to manage your photo/image collection—whether it's just a few hundred images, or tens of thousands of photos and files.



About this guide

The ACDSee 2009 Getting Started Guide, gives you an introduction and overview of ACDSee Photo Manager 2009. The Getting Started Guide uses real-life situations and step-by-step tutorials to show you how to get the most out of ACDSee.

The guide is not comprehensive and does not cover every one of ACDSee's many tools. You will find complete instructions and steps for using each feature in the ACDSee Help file. This guide aims to get you using ACDSee by showing you how to use the tools you are most likely to need right away.

Document conventions

The Getting Started Guide uses these conventions:

Menu choices:

In cases where you need to select an option from within a menu, a pipe (|) indicates an option within that menu or submenu. For example, you might find this sentence: "Click **Edit | Rename**." In this case, you would click the **Edit** menu, and then click the **Rename** option. All of the technical documentation for ACDSee uses this convention.

Tips:

All through the Getting Started Guide you will find tips to help you improve your workflow and get the most out of ACDSee. These tips are in boxes with blue/green borders, and a Tip icon. You may find these tips helpful if you are uncertain of the best way to organize, fix, or manage your photos.



Notes:

In some cases the information is more important and you should make a note to do something in a particular way, or in a particular order to get the best results. In these cases, you will see a box with blue/green borders but with the Note icon.



Warnings:

Some actions can cause you to lose data or permanently damage a file. In this case we give you a warning. Warnings are in boxes with orange borders, and marked with the Warning icon. Follow these instructions closely to avoid any problems with your data and important photos.



Definitions:

These boxes give you definitions of terms that are specific to ACDSee, or related to digital photo software, but which may be unfamiliar to you. Definitions are contained in boxes with a taupe border.



System requirements

To use ACDSee Photo Manager 2009, your computer must have the following components:

Minimum	Recommended
Intel Pentium® III / AMD Athlon processor or equivalent	Intel Pentium® 4 / AMD Athlon XP or equivalent recommended
512 MB RAM	1 GB RAM
100 MB free hard drive space	1 GB free hard drive space
High Color display adapter at 1024x768	High Color display adapter at 1280x1024 CD/DVD burner
Windows® XP	Windows® XP or Vista™
Microsoft® Internet Explorer 5.0.0	Microsoft® Internet Explorer 6.0.0
Microsoft DirectX 9.0c - for Microsoft DirectX file format support, and for creating slide shows, screen savers, and VCDs	Microsoft DirectX 9.0c - for Microsoft DirectX file format support, and for creating slide shows, screen savers, and VCDs
	TiVo® Desktop Software- to publish photos to TiVo
	QuickTime™ 6.0 – for QuickTime file format support
	Ghostscript ® 8.0 -- for PDF support
	Windows Media™ Player 9.0 or later

Installing ACDSee Photo Manager 2009

If you bought ACDSee from a store, you can install it from the CD-ROM. If you bought ACDSee online, or downloaded a trial version, you can install it from the executable file that you downloaded.

To install ACDSee from the CD-ROM:

1. Insert the CD into your CD-ROM drive and close the drive door. If your computer has auto-run enabled, it will detect the CD and launch the installer automatically. Skip ahead to step 5.
2. If your computer does not have auto-run enabled, click the Windows **Start** button, and then click **Run**.
3. Click **Browse**, and then select your CD-ROM drive in the **Look-in** drop-down list.
4. Select the file **setup.exe**, and then click **Open**. Click **OK** to launch the installer.
5. In the installer, click the **Install ACDSee Photo Manager 2009** button, and then follow the instructions in the Install Wizard. When prompted for a License Code, look on the wrapper or case that held the CD, and type the numbers and letters into the field provided.

- Once ACDSee is installed, double-click the **ACDSee Photo Manager 2009** icon on your desktop to launch ACDSee.

To install from an executable file:

- Using Windows Explorer, find the executable file you downloaded from the Internet.
- Double-click the executable file to launch the Install Wizard, and then follow the instructions in the wizard. When prompted for a License Code, look in the e-mail message sent to you confirming your purchase.
- Once ACDSee is installed, double-click the **ACDSee Photo Manager 2009** icon on your desktop to launch ACDSee.

To convert from a trial to a licensed version:

- Open ACDSee.
- On the tool bar, click **Help | Enter License Code**.
- In the **Enter License Code** field, paste or type in the licence code.
- Click **OK**.
- Close and reopen ACDSee.

Contacting ACD Systems

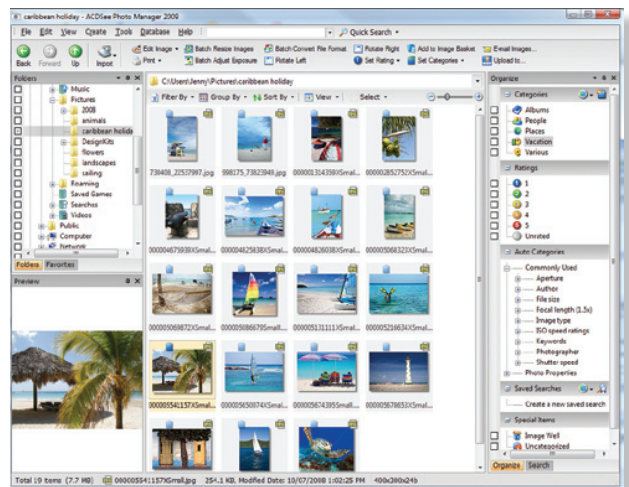
When you buy ACDSee Photo Manager 2009, you are automatically eligible for ongoing service by our technical support team. If you have any technical or product-related questions, or just general feedback you would like to share, please visit our Web site at:

www.acdsee.com/support

Quick overview

ACDSee consists of three main components: the Browser, the Viewer, and Edit Mode.

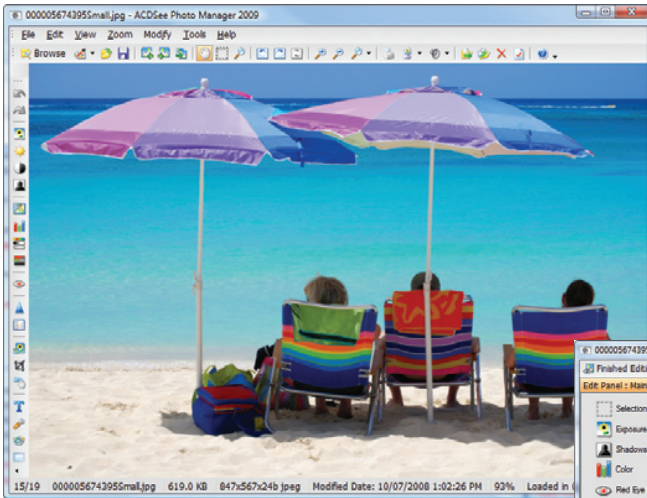
The **Browser** is the main sorting, viewing, and managing part of ACDSee. When you launch ACDSee using the desktop shortcut, the Browser is what you see. It looks a little bit like Windows Explorer, and at first glance, works much the same way. You can click on the name of a folder in the Folders Pane on the left to see thumbnails of all those files in the File list, which is the central part of the window. Around this central area there are several other panes packed with tools to help you sort, manage, and organize your photo or file collection. Even better, you can change the Browser completely as the panes can be hidden, moved, stacked, docked, floated, and repositioned to suit you and the way that you work.



The **Viewer** displays your photos and plays your video and audio files. It also has icons that give you quick access to Edit Mode. You can view your photos at any magnification you choose, scan through the contents of a folder, and view photo properties or detailed color

information. To open the Viewer, double-click any photo or media file in the Browser. You can also use the Viewer to assign database information like keywords, captions, and author.

The ACDSee **Quick View** is a faster and more streamlined viewer that you can use without opening ACDSee. It will open if you double-click a photo or image file in Windows Explorer. To quickly open ACDSee from Quick View, click **Photo Manager** to open the Browser or **Full Viewer** to open the main Viewer.

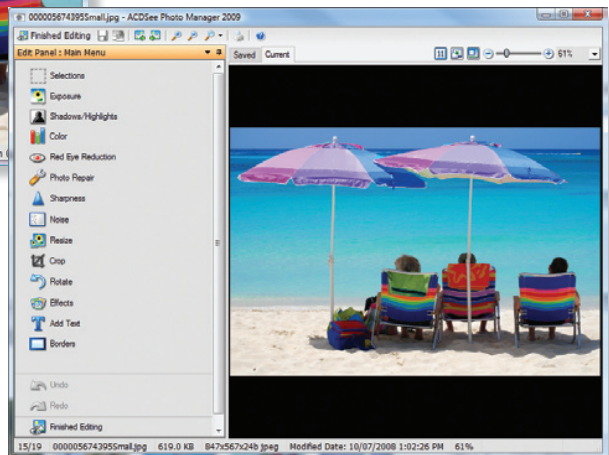


ACDSee's **Edit Mode** has all the tools you need to fix or enhance your photos. The tools are listed on the Edit Panel, which you can hide or close when you aren't using it. Clicking the name of a tool opens it in a panel, where you can



adjust the settings to edit your image. To open an image in Edit Mode, click **Edit Image** on the toolbar in the Browser or the Viewer. To open an editing tool in Edit Mode, click any of the tools on the Edit Panel: Main Menu on the left side of the window.

The Getting Started Guide goes into more detail about the Browser, Viewer, and Edit Mode in later chapters.



Using the Help system

There are two kinds of Help in ACDSee:

- The main Help file that contains detailed information and instructions on every aspect of the application.
- Context-sensitive help that gives you instructions about specific dialogs when you click on the **Help** button.

Help file

To open the main help file, click **Help | Contents** on the tool bar. The ACDSee 2009 Help window has a Contents tab that has a clickable table of contents, a Search tab that you can use to find topics by typing in a word or phrase, and an Index tab with updated index entries that you find by typing in a word or part of a word.

At the end of many topics you will find links to other topics that are similar to the one you are in. Click any of these links to go to that topic.

Context-sensitive Help

ACDSee's context-sensitive help gives you detailed information on dialogs and wizards. You click the **Help** button or press the **F1** key at any time to view more information about the dialog or wizard you are currently using.



Import Photos

The first thing most users of ACDSee want to do is download their photos from a digital camera. Because you can use ACDSee to browse photos while they are still on your camera or other device, you can just copy and paste them into a different folder. But if you import the photos through the Import From window, you can also create a backup copy, rename files, automatically rotate files, add them to categories, or add photographer name, keywords, and other database information as you import them - significantly streamlining your workflow.



Device: ACDSee uses the term device to refer to any removable storage device that contains digital photos. This includes digital cameras, memory cards, card readers, scanners, USB mass storage devices, Flash drives, mobile phones, CD/DVDs, networks - any disk or drive your computer maps to.



ACDSee Device Detector replaces the Windows XP AutoPlay feature. To restore AutoPlay, you need to close the Device Detector by right-clicking the Device Detector icon and selecting Exit. You can restart the Device Detector from within ACDSee at any stage.

Importing Photos

ACDSee makes it easy to import photos or images from any device to your computer. Because you can use ACDSee to browse through files while they are still on most cameras or removable drives, you can simply copy and paste from your camera, a card, flash drive etc into any folder using ACDSee's Folders pane. You can even just drag and drop.

The powerful Import From window gives you many more options. While you import, you can also perform multiple other tasks simultaneously, including:

- Create and name a new folder or multiple folders.
- Create a duplicate set of folders and photos as a backup copy.
- Rename each file using a renaming template.
- Automatically rotate the files if your camera provides the necessary information.
- Add files to multiple categories.
- Add author, notes, and keywords as well as EXIF and IPTC data, including copyright information.
- Separate RAW and JPEG files if your camera takes both and place one set in a newly named subfolder.

You can save all these import settings and use them repeatedly or save different sets of import settings for different tasks.

In this chapter we use a digital camera as the example of how to import, but the process is essentially the same for any removable device. You could also use the From Disk option, and browse to the camera in the Folder structure.

About the Device Detector

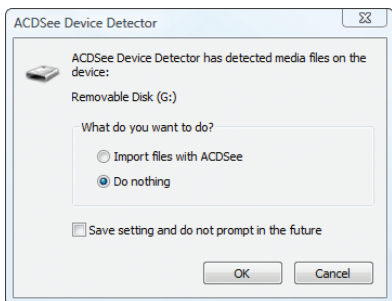
The Device Detector is a small, separate application outside of ACDSee that runs in the background whenever you start your computer. It automatically detects whenever you connect any device containing images or media files to your computer, or even when you insert a CD with images into your CD-ROM drive. The Device Detector displays an icon in the Taskbar Notification area (the bottom right corner) of your Windows tool bar. When you connect a camera, the icon changes color, and displays a window asking you what you want to do with your photos.



ACDSee Device Detector icon - inactive



ACDSee Device Detector icon - camera connected



Importing photos

To import photos using the Import From window:

1. Start by connecting the camera to the computer and making sure the cable is secure. When you turn the camera on, the Device Detector notices the camera, and prompts you to either:

- **Import files with ACDSee**

(If you select this option at this stage, you launch the Import From window immediately.)

- **Do nothing**

2. For now, select **Do nothing**, and then click **OK** to close the Device Detector window.
3. In ACDSee, launch the Import From window by clicking **File | Import. | From Device**.

To select photos to import:

1. When the Import From window opens, select how you want to view the photos on the device, by **Date** or **File Type**.

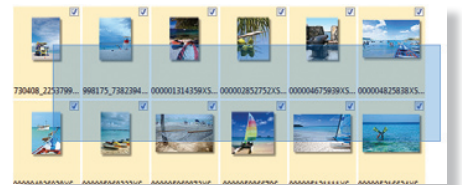
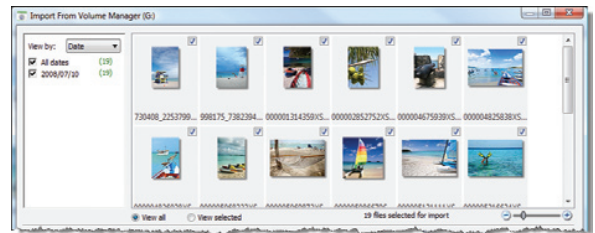
If you view photos by date, the Import From window displays a list of the dates you took the photos.

If you view photos by file type, it lists them by file types, such as JPEG., RAW, or TIF.

2. If you want to select specific files, deselect all the photos, by clicking the **All Dates** or **All File types** check box, in the View by section.
3. Now you can select or clear the check boxes in the left pane by date, or file type. For example, if you want to view just the photos you took last weekend, select the check boxes for those dates so that only those photos appear in the preview pane.
4. You can also select the photos you want to import individually or in groups in the preview pane. Select or clear the check boxes by clicking the small square in the top right corner of each thumbnail.
5. To select groups of photo in the preview pane, place your cursor in a blank area, drag a box around the photos to highlight them and then click the square in one photo.

All the highlighted photos are now selected. .

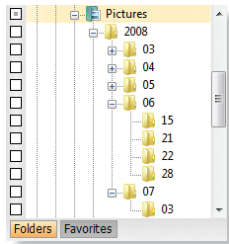
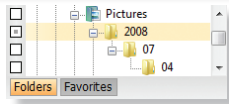
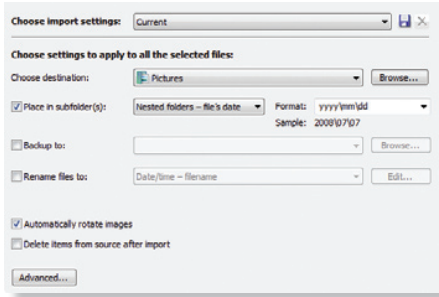
6. To view just the ones you have selected click the **View selected** radio button.



Use the zoom slider to increase or decrease the size of the thumbnails. .

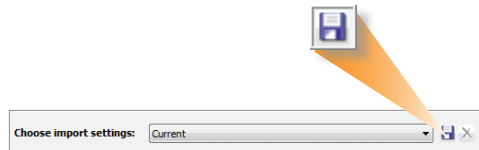


To select import settings:



1. Start by selecting a destination where you want to save the photos on your computer. By default, photos are saved in your Pictures or My Pictures folder. To use a different location, click the **Browse** button.
2. If you want to save the photos in a subfolder (recommended), select the **Place in subfolder(s)** check box and select one of the following options:
 - **Single folder by name** - all the photos are imported into one folder and given the name you type in the Name field. .
 - **Single folder - today's date** - all photos are imported into a folder named with today's date.
 - **Nested folder - today's date** - the photos are placed into new nested folders based on the format you select and today's date.
For example, if you select a format of yyyy\mm\dd and you import the photos on July 4, 2008, ACDSee creates a folder called 2008, a subfolder called 07, and a subfolder within that called 04 and places all the files into the 04 folder.
 - **Nested folders - file's date** - the photos are placed into new nested folders based on the format you select and the dates the photos were taken.
For example, if you select a format of yyyy\mm\dd, and you import photos taken over many months and days, ACDSee creates a folder for each month and day and places any photos with the same file date into the day folder. So any photos taken on the same day will be in one folder.
 - **Preserve folder names** - If you import photos using the From Disk option and the photos are in a complex folder structure that you want to preserve, select this option. ACDSee creates an exact copy of the folders on the disk and places the photos in those folders.
3. If you haven't selected anything under the Place in subfolder(s) setting, you can select the **Backup to** check box, and then **Browse** to find or create a new location for the Backup folder. If you have selected a Place in subfolder(s) option, ACDSee recreates an exact replica of your subfolder choices, so that your backup is exactly the same as your actual folders, making your photos easier to find.
4. If you want to rename the photos as you import them, select the **Rename files to** check box. You can select one of the default renaming formats from the drop-down list, or you can create your own format by clicking the **Edit** button. A sample of the renaming format is displayed so that you can see how the photos will be named.
5. You can also choose to **Automatically rotate images** and **Delete the items from source after import**.

6. Once you have selected the import settings, you might want to save them to use next time you import photos from your camera.
 - Click the **Save** icon, enter a name for the import settings, and then click **Save**.



Organizing as you import

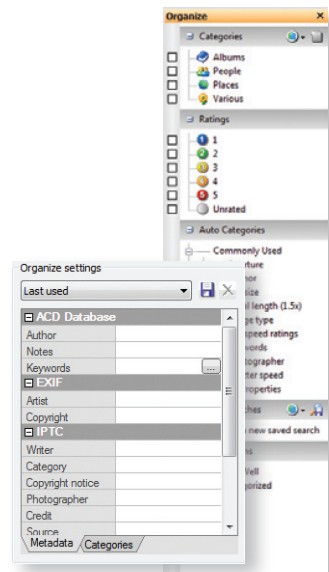
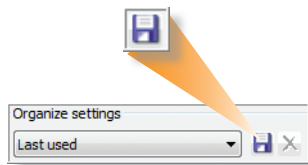
After you have selected photos and decided on your import options, you can think about adding organizing information to your photos to make them easier to manage and find. The Import From window includes many of the organize settings that are available in the main ACDSee application, including Categories and Metadata. By organizing the photos as you import them, you can save yourself time later.

To select organize settings:

1. On the **Metadata** tab, enter information about the photos, including, the name of the photographer, the location, and keywords. See the **Using Keywords** section to learn how to add keywords to the keyword list.
2. Click the **Categories** tab to add categories to the photos. Categories make it possible to find images with a similar subject matter with a single click.

Once you have selected the organize settings, you might want to save them to use the next time you import photos.

3. Click the **Save** icon, enter a name for the organize settings, and then click **Save**.



4. Click **Import** when you are ready.
A progress window shows you that ACDSee is importing the photos.
5. When the Import complete dialog appears, click **Yes** to view your photos in the Browser.



If you add new categories in ACDSee, the next time you import photos using the Import From window, you will see your new categories listed. See the **Using Categories** section to learn how to add new categories.

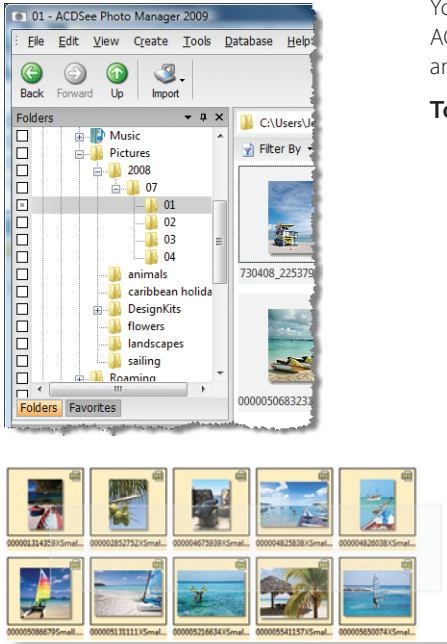
Moving and copying photos

You may just want to copy and paste the photos from your camera into ACDSee using the Folder's pane. You can also drag photos from one folder to another.

To copy and paste photos using the Folder's pane:

1. With your camera connected and switched on, use the Folders pane to navigate to your camera or the folder, in the folder tree.
2. Click on the camera or folder name, or click the easy-select box on the left to display the photos in the file list.
3. If you want to copy the photos from more than one folder, click the easy-select box beside those folders and their photos are added to the file list for you to select.
4. Select the photos you want in any of the following ways:
 - Click inside the file list and press **Ctrl + A** to select ALL the photos currently in the file list.
 - Drag a box over the photos you want to select.
 - **Ctrl + click** individual photos to select them.
 - Click the first photo you want to select, scroll to the last one you want to include, then **Shift + click it**. All the photos in between the first and last photos are selected.
5. With your photos selected, you can do any of the following:
 - Click **Edit | Copy** (or press **Ctrl + C**) to copy the photos to the clipboard, then **Edit | Paste** (or press **Ctrl + V**) to paste them into the new folder.
 - Drag the photos over the name of the destination folder in the Folders pane, then release the mouse.

You can drag and drop photos from your camera into ACDSee using Microsoft Windows Explorer. If you have both windows visible, you can simply select and drag photos from Windows into the file list in ACDSee. This works well for the first time you are importing from your camera, or if you do not want to keep any database information from ACDSee.



! The information in ACDSee's database is created, stored, and used by ACDSee. If you copy, move or rename your files and photos using other programs, such as Windows Explorer, ACDSee cannot track these changes and the connection to the database is broken. This can mean that you lose data. To prevent this, always work within ACDSee to move, copy, or rename your photos and media files.

Browse and View

In the Browser, ACDSee displays your photos and files as a list of thumbnails that you can resize, customize, group, or sort any way you choose. In the Viewer, you can see your photos and media files at actual size, or at any magnification. You can also view files in Quick View or ACDSee Showroom.

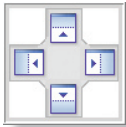
Browsing

- 1 The central part of the Browser is the file list. Usually it is a list of thumbnails of the photos in the current folder, but it can be a list of search results, rated photos, images, fonts, or even a text list of file names.



Docking Compass:

Activates when you move a pane in the Browser to help you position the pane precisely. The docking compass has an inner and outer ring of arrows. When you hover your cursor over any of the arrows, a shaded area shows you the potential position of the pane. Hover over the center of the compass to stack a pane on top of another.



To move one pane of a stack, click and drag its tab to a new location.

To move all the panes in a stack click and drag the top pane's title bar to a new location.

To quickly return a pane to its previous location, double-click its title bar.

To change the order of a stack of panes, drag the tabs left or right.



Each thumbnail has the name of the file below it and a small icon in the top right corner that shows the file format or image type. If a file has a rating, it will have a rating icon beside the file format. If the file has been added to a category, it will have a blue tag. If there are folders below the current folder, you see a folder with tiny thumbnails of the first few pictures in that folder.

- 2 In the upper left corner of the Browser, is the Folders pane, which lists your computer's folder structure, and any CD/DVD drives, cameras, or removable drives. Click the name of a folder or drive in the Folders pane to see its contents in the file list.
- 3 In the lower left corner of the layout is the Preview pane. Click a photo in the file list to display a larger version of it in the Preview pane.
- 4 Positioned on the right side of the screen is the Organize pane, which contains powerful tools to rate your files, and arrange them into categories or auto categories.

At the very bottom of the screen is the status bar, which changes constantly to show detailed information about what you have selected, or where your cursor is positioned.

Changing the Browser layout

The Browser layout displays the most popular tools and features in a user-friendly layout but there are several other panes that are very useful and you may want to rearrange the Browser to keep show those panes and hide others. You will find all the panes under **View** on the Menu bar.

The Browser is very easy to customize. You can very quickly resize, drag, float, stack, or arrange the panes into almost any position around the file list.

You can return the Browser to the default layout at any time by clicking **View | Reset Layout**.

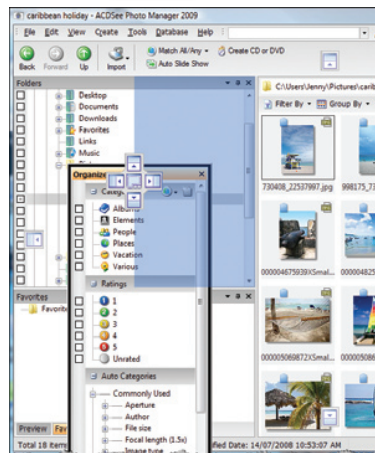
To resize panes:

1. Move your cursor over the border of any pane until it changes to a double-pointed arrow.
2. Click and drag the edge of the pane to resize it. (If the pane is floating, you can drag the corner too.)



To move the Organize pane:

1. Drag the Organize pane's title bar and hold your cursor over any of the arrows of the docking compass. You will see a shaded area that shows you the possible position of the pane if you release the mouse.
2. To stack the Organize pane on top of the Folders, Calendar, Favorites stack, hover your cursor over the center of the docking compass and release the mouse. The Organize pane is now stacked on top of the other panes. (Double-click the title bar of the Organize pane to quickly return it to its original position.)

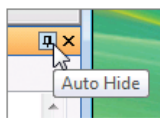


To open and auto hide panes:

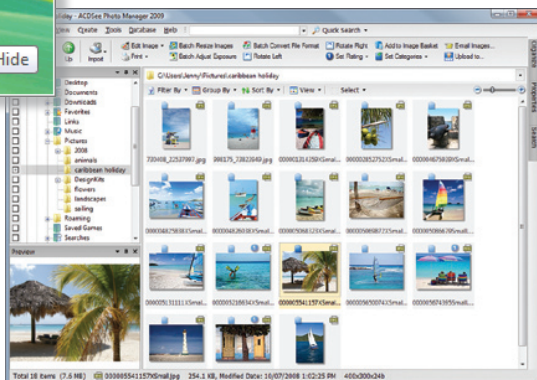
1. To open the Properties pane, click **View | Properties**.

The Properties pane opens on the right side of the Browser, in the same stack as the Organize pane.

2. To hide the Properties and Organize pane stack, click the **Auto Hide** button in the top right corner of the Properties pane.



The two panes are now hidden against the right side of the Browser, with only their tabs visible. This leaves more room on your screen for the file list thumbnails. You can view either pane by moving your cursor over its tab. When you move your cursor back over the file list, the pane hides itself again.



Making the file list work for you

File list tool bar

At the top of the file list is its own tool bar that has a slider to quickly resize the thumbnails, and other tools to filter, group, sort, or select files. The View options allow you to change the file list to display files as a filmstrip, tiles, icons, or detailed text.

Filtering

Click the **Filter By** button to select only the file types you want to display and filter out the rest. You can also use the easy-select bar on the Folders pane and the Categories pane to display only certain categories, auto categories, ratings, or a combination of them. There is more to read about the easy-select bar in the Organize and Find chapter.

Grouping

The more images you have in the file list, the more useful grouping them can be. To group files, click **Group By** and select whether you want to group by any of 12 different groupings from file name to keywords, author to image size. Once grouped, you can reverse the order or include a group table of contents.

Sorting

Sorting in the file list refers to the order the files are displayed. The usual sorting method is by file name, but you can sort by file size, format, date, or any of a number of file properties. You can also drag-and-drop files within the file list to rearrange them.

Viewing

Double-click any photo or media file in the file list to view it at full size in the ACDSee Viewer.

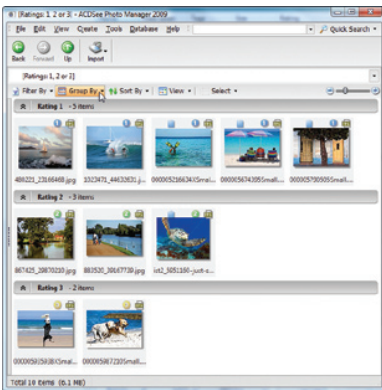
The Viewer opens your photo and displays it as close to actual size as possible. If the photo is larger than your screen, the Viewer shrinks it so that you can still see the entire photo.

Like the Browser, the Viewer has a tool bar along the top that provides shortcuts to commonly-used tools, such as the zoom and selection options.

The Viewer also has a tool bar on the left side of the screen that has shortcuts to ACDSee's editing tools. These tools are explained in the Fix and Enhance chapter.

When you are in the Viewer, you can scroll through the photos and media files in the same folder in the same order they are in the file list. If you have a wheel mouse, the quickest way to scroll through pictures, is to rotate the scroll wheel one click at a time forwards or backwards. You can also use the **Page Down** or **Page Up** keys on the keyboard.

To return to the Browser, double-click the photo in the Viewer, or click the **Browse** button on the tool bar.



You can set the zoom level to always display photos at actual size, even if they are larger than your screen.

To set the zoom level, click **Zoom | Zoom To**. When the Set Zoom Level dialog opens, set the **Specify** control to **100%**. Click the **Lock at this zoom level** check box, and then click **OK**.

Automatic scrolling

If you want to quickly preview your photos at full size, you can use shortcut keys to create an instant slide show.

To create an instant slide show:

1. In the Viewer, press **F** on the keyboard to display the photo full screen.
2. Then press the **Pause/Break** button on the keyboard to automatically scroll through the photos in that folder. You can also scroll using the mouse wheel.
3. Press **Pause** again to stop scrolling.
4. Press **F** again to return to the normal Viewer or **Esc** to return to the Browser.



If your photo is larger than the Viewer window, or you are zoomed in at high magnification, you can move the photo around within the window to see different areas. The cursor changes to a hand and you can drag the photo into a new position.

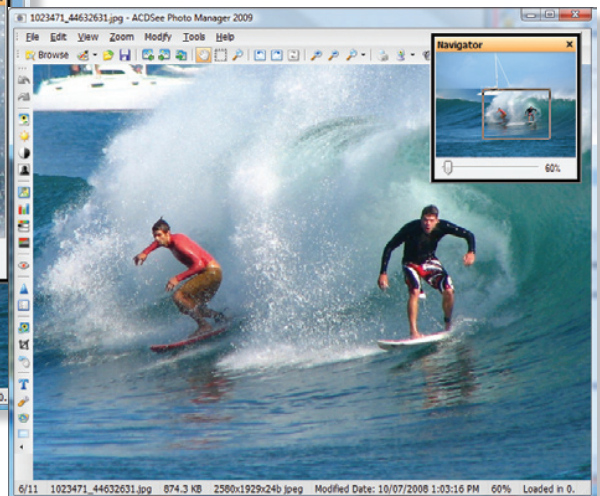
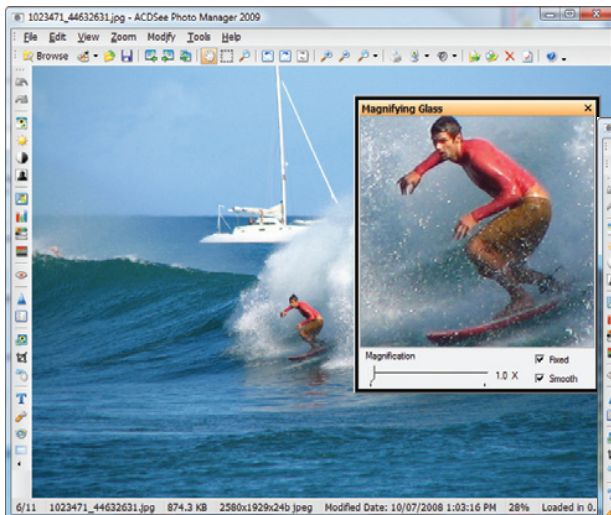


Magnifying areas of a photo

Two tools in the Viewer make it possible to examine a small area of an image in great detail while maintaining a sense of where you are in the whole.

The Magnifying Glass behaves just like its real namesake. When you click **View | Magnifying Glass**, a re-sizable window opens to show a magnified area of the photo. The magnified area changes as you move your cursor, to show the area directly under your cursor, just as if you were holding a real magnifying glass.

The Navigator works in the opposite way. When you are zoomed in at high magnification, it is easy to lose a sense of exactly what you are looking at in the photo. If you click **View | Navigator**, a re-sizable window opens that shows you an overview of the photo with a small square representing the area you have visible in the Viewer.



Quick View

If you double-click an image file in Windows Explorer, or in an e-mail, a sleeker, faster version of the Viewer opens so that you can view photos without opening ACDSee. Quick View is a light version of the Viewer that has most of the same viewing shortcut keys. You can click **Full Viewer** to open the ACDSee Viewer, or click the **Photo Manager** icon to open the Browser.

Showroom



ACDSee Showroom is a widget that lets you showcase your collection of photos or images by displaying a small slide show on your desktop as you work. You can run up to 16 different slide shows on your computer at once, even if ACDSee isn't open.

To create a desktop slide show with ACDSee Showroom:

1. In ACDSee, navigate to a folder containing images that you want to add to the desktop slide show.
2. Do one of the following:
 - Click **Create | Create ACDSee Showroom**.
 - Click **Start | Programs | ACD Systems | ACDSee Showroom**.

The slide show starts immediately.

Viewing photos by date/month

You can browse through your photos by month and date using the Photo Calendar. Other options for viewing include the Events view, year, month, or day view. The Photo Calendar shows thumbnails per day within a month. The total number of photos belonging to that month is in the top right corner of the calendar.

To open the Photo Calendar:

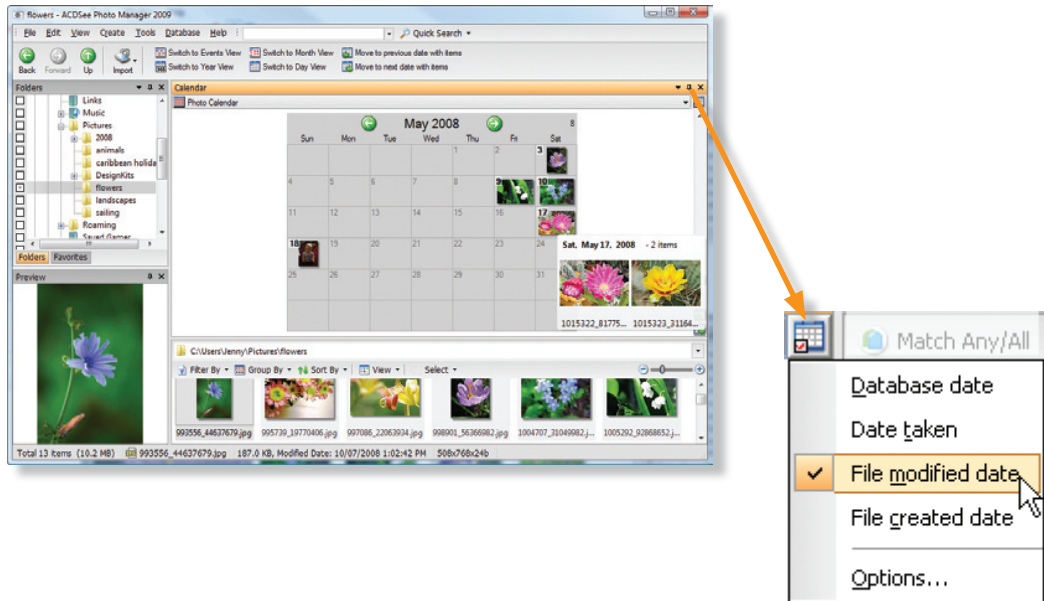
1. On the menu bar, click **View | Calendar**.

The Photo Calendar opens above the File list, which moves down so that you can only see a single row of thumbnails. If there are no photos on a particular day, it's blank.
2. Hover your mouse over one of the thumbnails to see the first four photos on that date.
3. You can use various parts of the Photo Calendar, to view photos in the File list. Do any of the following:
 - Click the name of the month between the green arrows to display all the photos for that month in the File list (at the bottom of the window).
 - Click on a thumbnail to see all the pictures for a particular day.
 - Drag across all the days in a row to select and view all the photos for a week.
 - Click the name of the day (Mon, Tue,) to display all the photos for all the Mondays, or Tuesdays in that month.



Your images will not display in any of the Calendar panes until you have either browsed to the folder containing the images, or used the Catalog Files Wizard to catalog your images so they are in the ACDSee database.

4. Drag the title bar of the Calendar pane to float it, or to drag it onto another monitor. You can also drag a corner of the floating pane to resize it and make the thumbnails bigger or smaller.
5. To change the photo calendar to the Day View, Month View, or Events View, click the arrow of the drop-down list at the top of the pane.
6. You can click the icon in the top right corner of the pane to change the type of date used to display photos, or to change the Calendar pane options.

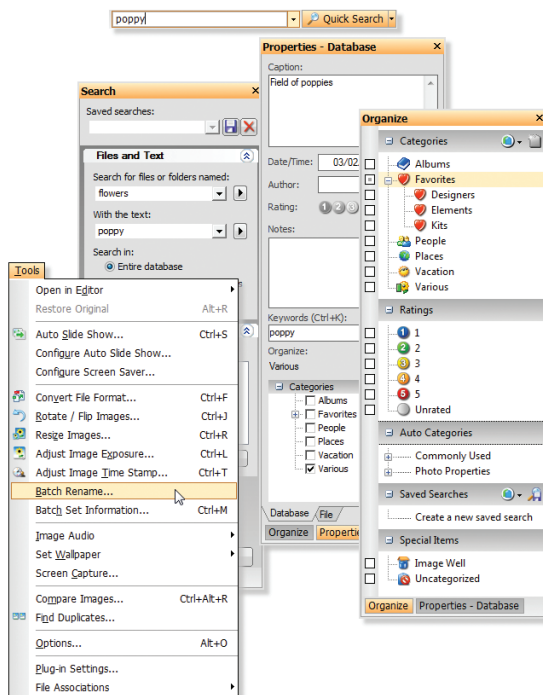


Organize and Find

ACDSee's powerful database, and its organizing, and search tools, make it easy for you to manage thousands of files, or to find a single image. The more information you add to the ACDSee database, like author, keywords, or categories, the more options you have for browsing, viewing, and finding your files.

Organizing

In addition to being able to browse and view your photos and images, you can also use ACDSee's integrated tools to organize and manage your collection. These tools include batch tools that work on multiple files, categorizing and rating systems, and a powerful database to hold all of your important image information.



The information in the database is created, stored, and used by ACDSee. If you copy, move or rename your files and images using other programs, such as Windows Explorer, ACDSee cannot track these changes and the connection to the database is broken. This can mean that you lose data you have added like keywords or categories. To prevent this, always use ACDSee to move, copy, or rename your images and media files.

About the ACDSee database

The ACDSee database consists of several files that ACDSee creates and stores on your hard drive. In these files, ACDSee arranges and saves all of the information about your photos, images, and media files, such as keywords, categories, ratings, dates, and authors. ACDSee also stores thumbnail previews of all of your images, which increases the browsing speed when you view your folders and files.

ACDSee automatically adds file information and thumbnails to the database as you browse. This process is called cataloging. The first time you run ACDSee, it automatically catalogs the contents of your My Pictures folder.

The database makes it easier to organize and find your images. Searching the database is also more accurate than searching through folders or looking for a file name. The more information you add to the database, the easier it will be for you to manage your image collection.

You can also share the information in your database with other ACDSee users, or convert the information from previous versions of ACDSee.

Organizing tools

ACDSee has a variety of tools to help you organize and control your image collection. Each tool provides a different way of grouping, organizing, and finding your files. None of the tools limits you to using a set structure, but allows you to name and organize in your own way.

Two of the most popular and useful tools are categories and keywords. You can use these two tools to quickly find a group of images with a similar theme, or specific subject matter.

Using categories

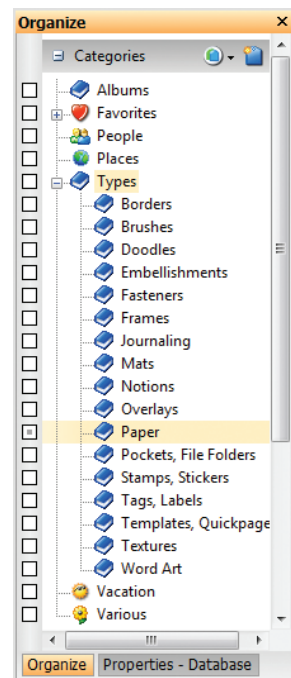
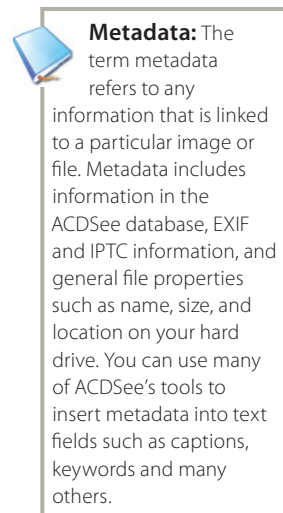
Categories can organize and group your images without you needing to create extra copies, or move files into different folders. Categories also make it possible to find images with similar subject matter with a single click. A single image can belong to many categories.

How you decide to arrange your categories depends on your preferences, but here are a few possible strategies to help you get started:

- Create top-level categories of themes, such as Family, Vacations, Work, or School. Then create sub-categories below that. For example, under Family, create sub-categories such as Parents, Kids, Cousins, and Grandparents, or use actual names. Images of family reunions might fit more than one category or sub-category (Events, Family, Vacations). Unlike a folder system, you don't make extra copies of an image, you just assign it to multiple categories, and then click any of the categories it belongs to and there it is.
- Use categories to create a workflow system to identify images that are ready to print or others that still need editing. You could also create categories to indicate what type of editing needs to be done. For example, you could create a category called Edit, with subcategories for Exposure, Color Cast, and Sharpen. You can then assign images that require any of those tasks to one or more of the categories. When you've completed the editing, just remove the image from the category.
- Digital scrap bookers have thousands of images created in kits by hundreds of designers they need to remember, to say nothing of all the fonts they collect, photos, or their own designs. ACDSee is ideal for bringing order to multiple levels of complexity. Kits can be grouped by designer names, color and subject. Images in the kit can be assigned to a color, style or shape, designer, or kit. Then combined searches can find all the blue ribbons designed by a particular designer.

To create categories and subcategories:

1. In the Browser, click the **New Category** button at the top of the Organize pane.
In the Create Category window, select **Create a new, top-level category**, and type a name for the new category in the Name field.
2. Select an icon to use for the new category (and any sub-categories you add later) from the Icon drop-down list.





To rearrange your categories, simply drag and drop them into a new position. If you are using a different icon, and drag a category into a new tree, it will automatically change to that icon.



You can use the same method to assign a rating to your images that will help you instantly locate your best images.

3. Click **OK** to create the category and add it to the list in the Organize pane.
4. To create a subcategory below the new one, select the new category in the list and click the **New Category** button again. Because you clicked the category, ACDSee assumes you want to add a subcategory so the **Create a sub-category within the current selection** is active.
5. Type in the new subcategory and click **OK**.

To assign images to a category:

1. Click and drag an image from the file list, and drop it onto the category on the Organize pane.

You can assign multiple images at the same time by dragging more than one file from the file list, and you can assign images to more than one category.

You can also select multiple images, right-click, select **Set Categories** and then click the category you want them to belong to.

To remove images from a category:

1. In the file list, select and right-click the images you want to remove.
2. In the shortcut menu, click **Set Categories**, and then **Uncategorize All Selected Items**.

Using Auto Categories

If you have hundreds or thousands of images, more than one camera, and photos or images created by more than one person, you need Auto Categories. You will see Auto Categories below Ratings on the Organize pane. Expand or hide them by clicking the (+) or (-) in front of each one. Some information (e.g. make, model) is added to photos automatically by your camera, but you can add to this in the Properties pane where any database data you add is also added to Auto Categories. For example, if you have photos or images created by many different people, you can add them as Author to all the images they created.

To add author information:

1. Display and select all the photos or images created by a certain person in the file list.
2. Select all the images and click **View | Properties** to open the Properties pane.
3. Click the **Database** tab and in the **Author** field, type the name of the photographer, or designer of the image. The entry is saved automatically.
4. Repeat this process for all your images.

To find out how to use the Batch Set Information tool to apply Authors to multiple files, read **Adding database and EXIF information to multiple files** in the ACDSee 2009 help file.

- Now when you open Author under Auto Categories, you will see all the authors you entered in a list.

When you click on an author, all their images show in the file list. You can use this in combination with your Categories to find images by category and author.

Using keywords

You can assign keywords to your images that describe where they were taken, the people in them, the special event at which they were taken, or any other word or phrase that helps identify the image, its subject and its place in your collection. Then, when you search for specific keywords, you can quickly find all of the images in your collection with a certain feature or subject matter.

When you enter keywords, they are automatically added to the keywords auto category. So you can find all the images with a particular keyword by clicking the keyword. If you added author and categories, you can refine your search by clicking an author name, keyword and category.

ACDSee uses a **master keyword list** to prevent duplication and misspellings, and improve search results because you can edit the list. Also, if you change a keyword in the master list, ACDSee automatically updates all of the images you assigned it to.

To add keywords to an image:

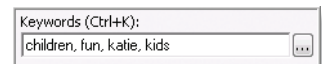
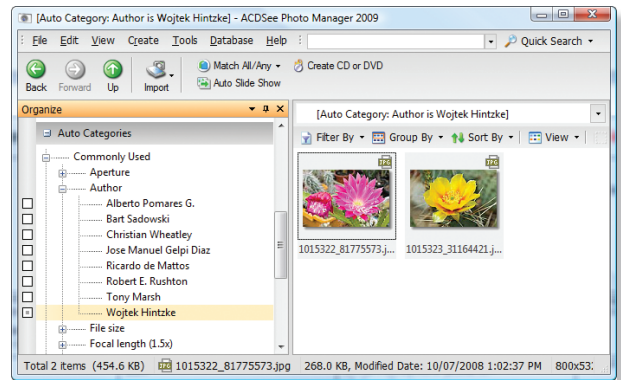
- In the Browser, select an image in the file list, and then click **View | Properties** to open the Properties pane.

You can use the Properties pane in ACDSee to add or edit database information for any image or media file. If you select more than one image in the file list, any information you add to the Properties pane is added to all the files.

- In the Properties pane, type a word into the **Keywords** field. The word is added to the Keywords master list as you type.

You can't use punctuation in keywords, but you can add more than one keyword by separating them with a space or a comma.

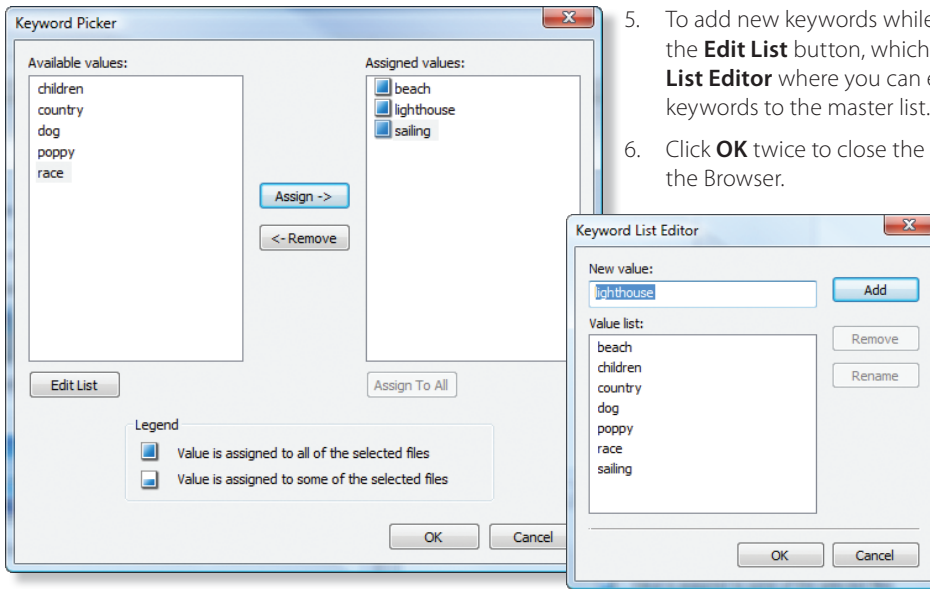
- To add the same keyword to another image, select the image in the file list, and then click the **Keyword Picker** button beside the Keywords field on the Properties pane.



4. In the Keyword Picker window, select the keyword you want to assign from the **Available values** list, and then click **Assign**.

The words you choose appear on the Assigned Values box.

5. To add new keywords while in this window, click the **Edit List** button, which opens the **Keyword List Editor** where you can edit, remove, and add keywords to the master list.
6. Click **OK** twice to close the windows and return to the Browser.



Finding

With ACDSee's searching tools, you can quickly find a particular image in your collection, or search for groups of images based on content, theme, or any other criteria.

All of ACDSee's search tools rely on the database to keep track of, and quickly locate, your images and media files. The more information you enter into the database, the easier it will be to find the exact image you're looking for, or to locate all of your images that match a particular search.

Using categories to find files

Once you have assigned keywords to your images and assigned your images to categories, or auto categories, you can use ACDSee to locate your images without having to look through your image folders.

To find images by category or auto category:

1. In the Organize pane, click the name of a category.
ACDSee searches the database and displays all of the files assigned to that category in the file list.
2. To also find any images assigned to subcategories below that category, click the **Match Any/All** icon at the top of the Organize pane, and then click **Include Subcategories**.

If the Include Subcategories option is already selected, clicking it again will clear it.

Finding files using the easy-select bar

One of the most powerful tools in ACDSee is the easy-select bar, which is the row of squares to the left of the folder names. You can use it to display or hide images in one, or multiple folders, with a single click. Because the Organize pane also has an easy-select bar, you can use its easy-select bar to very quickly display combinations of categories, auto categories, ratings, searches, and folders. The more information you have in the ACDSee database, the more useful the easy-select bar can be.

To find files using the easy select bar:

1. To select more than one folder, category, or auto category, click the check boxes to the left of their names.

As you click the boxes, ACDSee displays images assigned to any of those folders, categories, or auto categories in the file list.

2. To limit the results to just those images that are assigned to **all** the selected categories, and not just one or the other, click the **Match Any/All** icon, and then select **Match All**.

ACDSee searches the database and displays only images assigned to all of the selected categories. If an image is assigned to only one of the categories, ACDSee does not display it in the File list.

Using saved searches

If you find yourself frequently searching for the same files or types of photos, you can save your search criteria to use again. You can use these saved searches to quickly find files or folders by searching the database for folders, categories, image properties, and other advanced criteria.

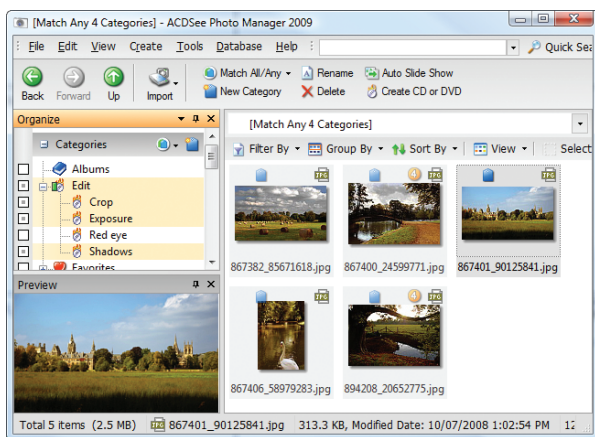
To create a new saved search:

1. In the Organize pane, click **Create a new saved search**, or click the **New saved search** icon.

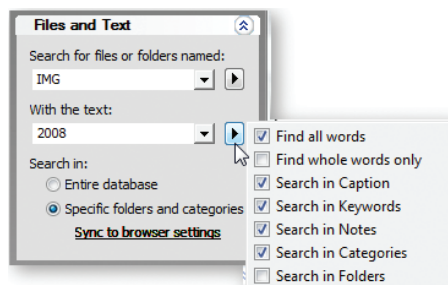
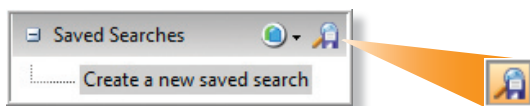
The Search pane opens. It contains three areas; Files and Text, Categories and Folders, and Properties. You can enter information in one or more of these areas, depending on how you want to search for the files.

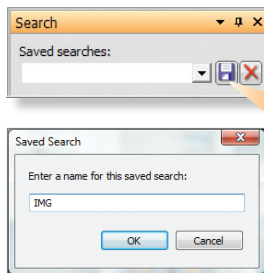
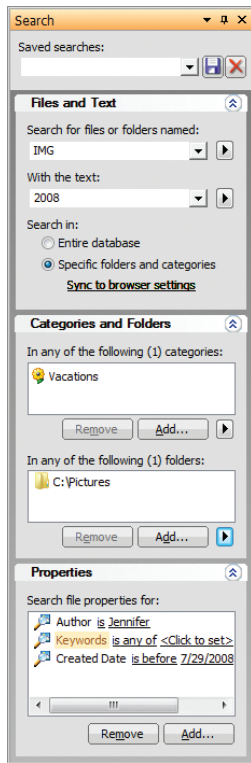
2. If you want to search based on a file or folder name, enter details in the **Files and Text** area.

- **Search for files or folders named** - Type in a whole, or part of, a file or folder name. For example, some cameras use a naming convention, such as starting image names with IMG. So if you are searching for an image from a particular camera, you could search for images that contain IMG in the name. Click the right-arrow and select **Images only** to narrow the search to only image files.



ACDSee also includes the Quick Search bar, a tool that you can use to quickly find files or folders by searching for keywords, categories, notes, captions, authors, and file names. For more information about using the Quick Search bar, see the ACDSee 2009 Help file.



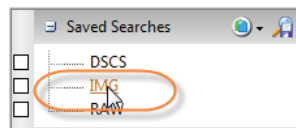


- **With the text** - Type in the text that you want to search for. Click the right arrow to narrow the search. You can choose to find all words, find whole words only, or search in captions, keywords, notes, categories, or folders.
- **Entire database** - Click this radio button to search the entire ACDSee database. If you select this option, the Categories and Folders area is hidden because you have chosen to search the entire database rather than narrow the search to particular categories or folders.
- **Specific folders and categories** - Click this radio button to open the Categories and Folders area so that you can identify particular categories or folders to search.
- **Sync to browser settings** - If you have already opened a folder in the Browser, you can click this link to automatically search the same folder.

3. If you want to search based on categories or folders, click the **Specific folders and categories** radio button in the Files and Text area, and then enter the details below in the **Categories and Folders** area.
 - **In any of the following** - Use this field to search particular categories. Click the **Add** button, select a category, and then click **OK**. To remove a category, click the category, then click **Remove**. If you want to include any sub-categories, click the right-arrow and select **Include sub-categories**.
 - **In any of the following folders** - Use this field to search particular folders. Click **Add**, select a folder, and then click **OK**. To remove a folder, click the folder, and then click **Remove**. You can choose to include subfolders or search cataloged items only by clicking the right-arrow.
4. If you want to search the file metadata, click **Add** in the **Properties** area. Click the check boxes for the information you want to search, and then click **OK**. The properties you select appear in the list. To remove a property, click the property, and then click **Remove**.
5. To save the search, click the **Save** icon, select **Save As**, enter a name for the saved search, then click **OK**.

To re-use a saved search:

1. On the Organize pane, click on the saved search.



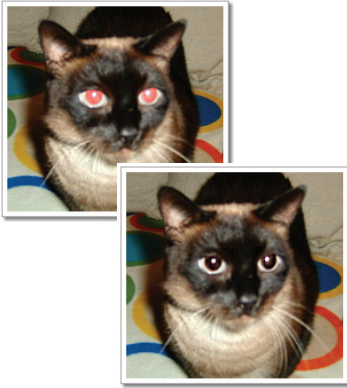
Your search is re-run and all of your matching images display in the file list.

You can also run a saved search by clicking the Saved searches down-arrow on the Search pane and selecting your saved search from the list..

Fix and Enhance

ACDSee's editing tools give you professional results, yet they are extremely easy to use. You can recover photos you thought were hopeless, or create amazingly artistic images by adding borders or by applying effects to a selected area of the image. And ACDSee automatically saves a copy of the original photo so you can always go back to where you started.

Fixing



ACDSee has several tools for common editing tasks like renaming, rotating, resizing etc., that allow you to edit multiple photos at the same time. It also has a powerful image editor for making precise fixes to individual photos. In Edit Mode, you can remove red-eye, fix color and exposure problems, add text, apply special effects, remove flaws like power lines, and much more. The editing tools in ACDSee are very easy to use, often needing only one click to apply fixes like the Shadow/Highlights tool that both lightens and darkens different areas of a photo.

Save originals

The first time (and only the first time) you save edits to one of your images, ACDSee automatically saves a copy of the original photo with its original name, so that you can always restore it. For example, if you crop an image to use as an avatar (a small image used to identify you in online communities), but you forget to save the cropped image with a new name, you can restore the original full photo. This setting is turned on by default when you install ACDSee. If you choose to turn it off to save space on your hard drive, you can turn it on again at a later date.

To restore an original:

1. If you plan to restore an original, but you also want a copy of the edited image, start by saving the edited image with a new file name.

When you restore an image, the saved original replaces the image with same file name as the original. For example, if your original image had the file name IMG_1984.jpg, the saved original has the same name. Save the edited image with a new name, such as headshot.jpg. When you restore the image, the IMG_1984.jpg file is replaced with the saved original.

2. Right-click the photo you want to restore in the Browser and select **Restore Original**.
3. When prompted, click the **Restore Original** button.

Fixing red-eye

As with many editing tools, ACDSee has simplified the task so you can fix red-eye with a few clicks.

To fix red-eye:

1. Select the photo you want to edit in the file list.
2. On the tool bar, click **Edit Image | Edit Mode**.

The photo opens in the Edit Panel, with the editing tools to the left.

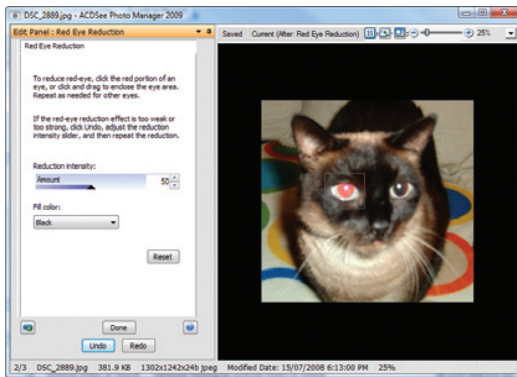
3. On the Edit Panel: Main Menu, click **Red-Eye Reduction** to open the Red-Eye Reduction tool.

Just above the photo, below the main tool bar, are three buttons and a slider to quickly zoom in or out.

4. Drag the Zoom slider to the right to zoom in on the photo, and then click and drag the photo to center one of the subject's eyes in the window.

Zooming in tight on the eye makes it much easier to see what you are doing and which part of the eye you need to fix.

5. Drag a marquee over the whole eye. If the red-eye does not completely disappear, adjust the Reduction intensity. Drag the Reduction intensity slider to the right to increase the amount of color applied each time you drag over the eye. If the red color is bleeding over the eyelid or iris, you can change the color applied by selecting a new or custom color from the **Fill color** drop-down list.
6. You can also click inside the red part of eye. Click again on any red areas that remain.
7. If you are unhappy with the effect, click **Undo**, adjust the settings, and try again.



8. Click **Done** to return to the Edit Panel.
9. Click **Finished Editing**, and then **Save as** to save the file under a new name.
10. Type in a name for the new file, and then click **Save** to return to the Browser.



To achieve a natural look with the Red Eye tool, drag over the eye only as many times as you need to cover the worst of the redness. Leaving a little redness around the edge is often more effective as it looks more natural.

Use the slider to zoom out often and see if the eye looks natural at the normal magnification.



To make fine adjustments to any of the sliders in Edit Mode, hover your cursor over the slider and move the mouse wheel one click forward or back.

Fixing shadows and highlights

Taking photos on sunny days often results in pictures that have some areas that are too bright and others that are too dark. The result is often an invisible silhouette against bright light. Most exposure tools can only make the whole photo brighter, or darker, so you are forced to fix only the dark or light area and sacrifice the rest. The Shadows/Highlights tool can rescue photos you never thought you could. It simultaneously darkens areas that are too light (like a bright sky or sea) and lightens areas that are too dark (like a person's face, or foliage.)



You can make an image look unnatural if you add too much light to shadows or too many shadows to highlights. You need to leave some natural shadows in a face for example, or it will look flattened.

If you click the **Exposure Warning** button, it helps you see this by turning overexposed pixels red and underexposed pixels green.

To brighten and darken a photo:

1. Select the photo you want to edit in the file list.
2. On the tool bar, click **Edit Image | Edit Mode**.

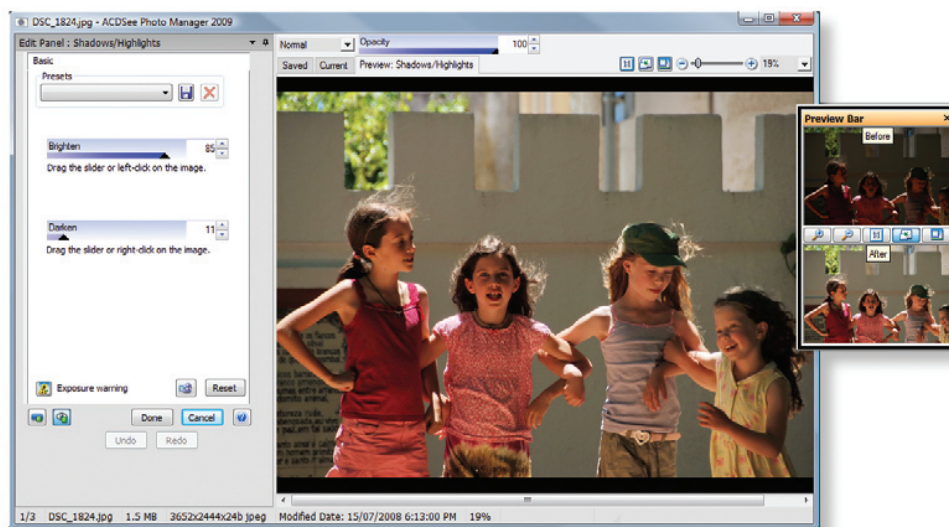
The photo opens in the Edit Panel, with the editing tools to the left.



3. Click **Shadows/Highlights** to open the tool.
4. To apply settings automatically, click the automatic settings button. ACDSee then analyses your photo and applies optimal settings based on the amount of light or dark pixels in the photo. A darker photo is brightened more than a photo that is already bright.
5. Drag the **Brighten** slider to the right to add light to the darkest areas of the image.
6. Drag the **Darken** slider to the right to add shadows to the lightest areas of the image.
7. You can also try clicking inside the image. If you click on a dark area, the picture brightens based on the pixels in that area. If you click on a bright area, the picture darkens based on the pixels in that area.



8. If you want to see if you are over- or under-exposing pixels while you are adjusting the photo, click the **Exposure Warning** button. Over-exposed pictures turn red, under-exposed pixels turn green. Press **E** to toggle this warning on and off.
9. To quickly toggle back and forth between the original picture and the edited picture, press and hold down **Z** on the keyboard, then release it. (The **Z** key works with any of the tools in the Edit Panel.) You can also click the Preview Bar button to open the Preview Bar, which shows you a before and after picture while you work.



10. If you are not happy with the result and want to start again, click **Reset** to return to the original settings. (**Cancel** discards any changes and returns you to the Edit Panel.)
11. Click **Done** to apply your changes and close the tool.
12. Click **Finished Editing** and then **Save as** to save the file under a new name.
13. Type in a name for the new file, then **Save** to return to the Browser.



Although the Shadows/Highlights tool was designed to fix high-contrast problems, it works equally well with photos that are slightly dull or slightly over- or under-exposed. You can improve most photos by subtle adjustments in this tool.

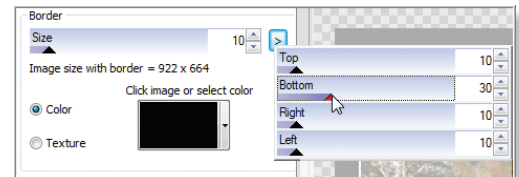
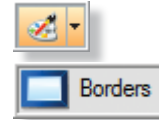
Enhancing

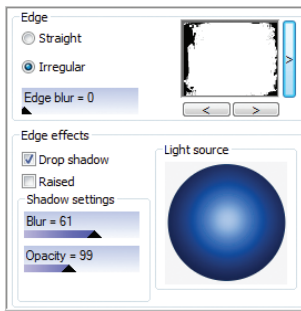
Using borders

In ACDSee you can create custom frames and edges for your images. You can also add multiple borders to get the look of a matted photo in a frame.

To add a professional matte border:

1. Select the photo you want to edit in the file list.
2. On the tool bar, click **Edit Image | Edit Mode**.
3. On the Edit Panel: Main Menu, click **Borders**.
4. To add a thin white border, leave the **Color** box as white, but drag the **Size** slider to the left to decrease the size of all four sides to 1-pixel wide, and then click **Done** to apply the border.
5. Click **Borders** again to re-open the same image and add the black frame.
6. Click the color box, select black in the Colors dialog, and then click **OK**.
7. In the **Size** field, type **10** into the field, to change all the borders to **10 pixels**.
8. To increase the size of only the bottom border, click the small arrow to the right of the **Size** field, and type **70** in the **Bottom** field, or drag the slider to that position.
9. Click **Done** to apply the new border.
10. Re-open the file in Borders and apply another 1 pixel all-around white border and click **Done**.
11. You can use the Text tool to add copyright information or a signature.





To add a distressed edge, drop shadow, or raised edge effect:

1. In the Borders Panel, in the Edge section, select the **Irregular** radio button and use the arrow keys to either open the edge library (side arrow) or scroll through the edges using the bottom arrows.
2. To add a drop-shadow, click the **Drop Shadow** check box, and drag the glow in the light-source ball to change the direction of the imaginary light source.

Because the drop-shadow appears between a photo and border, you can use a drop-shadow to create a gradient behind a photo. Position the light source in the center and adjust the **Opacity** and **Blur**.

The Raised edge effect adds a third dimension in the other direction, making it appear like a metal edged frame.



Using a color from the photo is a quick and easy way to apply a colored border that matches the photo every time.

When you move the cursor across the photo, the color picker appears. Click anywhere in the photo to pick up a color.



Using Selections to fix photos or create artistic effects

ACDSee has a wide variety of special effect filters that you can now use with Selections to either fix specific areas of an image, or create artistic images. You use Selections to isolate areas of an image, so that you can apply fixes, or effects, to only those areas. You can also invert the selection, and apply the changes to those areas outside your original selection. You can also use Selections to apply fixes to specific areas of an image.

To create a selection:

1. Select the photo you want to edit in the file list.
2. On the tool bar, click **Edit Image | Edit Mode**.
3. On the Edit Panel: Main Menu, click **Selections**.

The Selections tool opens. There are three tools that you can use to select areas of the photo; **Freehand Lasso** (you draw your selection on the image), **Magic Wand** (you click to select pixels of a given color), and **Marquee** (you drag to select a rectangle or ellipse).

4. Click the **Freehand Lasso** radio button to select it.

When you hover over the image, your cursor changes to a lasso.

5. Left-click with the mouse and draw around the area you want to select. You don't need to draw exactly on the line, as you can adjust this later. When you lift your finger, the line of marching ants automatically closes to complete the selection.

You can refine your selection by adding or subtracting areas using the Shift or Ctrl keys.

6. To add to a selection, hold down **Shift** and draw a new area that intersects the existing line. When you release the mouse, that area is added to your selection. You can also add a completely separate area in the same way.
7. To remove a part of your selection, hold **Ctrl** and draw around the area you want to remove. When you release the mouse, that area is no longer part of your selection.

You can use the Ctrl-subtract feature to refine your selection. Make a general selection around an area, then use Ctrl-subtract to get closer to the final line of your selection. (It is easier to draw small areas than large ones with your mouse.)

8. In many cases, you want to change the background rather than the actual area of your selection. To do this, you need to click **Invert**. Your selection now changes to exclude the original selection, and include the rest of the image.

9. When you are happy with your selection, click **Done**.

The Selections panel closes and you return to the Main Menu.

You can now use many of the tools in Edit Mode on your selection. These include Exposure, Color, Sharpness, Noise, and Effects.



You can use the Feathering tool to blur the edge of your selection into the background. This makes it unnecessary to be precise when you create a selection. The feathering makes a soft transition between the selected area and the rest of the image.





When you edit an image in Edit Mode, you are actually working with two images, the original and the edited image. The **Opacity** and **Blend Mode** controls give you creative control over both images and how to combine the two to create a new image.

To apply special effects to a selection:

1. Once you have made your selection, click **Effects**.

The Effects panel opens.

2. Double-click on any icon to apply that effect.

In some cases (like Sepia and Negative) the effect is applied immediately. In other cases, where there are options to adjust, a separate window opens.

When an effect opens in a window, other effects in that category, open as tabs at the top of the panel, so you can try out several effects without closing the window. To see the effects categories, click the **Select a category** drop-down list on the Effects panel.



3. You can hide the marching ants around your selection. This allows you to see the effect on your image without their interference. Click the **Show Selection** icon to hide the selection. Click the icon again to show the selection.

4. To soften the edge between your selection and the other parts of the image, drag the **Feathering** slider to the right.



5. If you want see how the effect would look applied to the whole image, click the **Use Selection** button.

6. You can change the strength of the effect by dragging the Opacity slider to the right or left.

What you are actually doing is increasing the transparency of the edited image to allow more of the original image to show through.

You can also use Blend Modes for even more creative effects. To the left of the Opacity slider, is the Blend Mode drop-down list. Each blend mode combines the original and edited image in different ways. (See the Help file for details about blend modes.)

7. Click **Done** to apply your changes and close the tool.

8. Click **Finished Editing** and then **Save as**, to save the file under a new name.

9. Type in a name for the new file, then **Save** to return to the Browser.



Print and Share

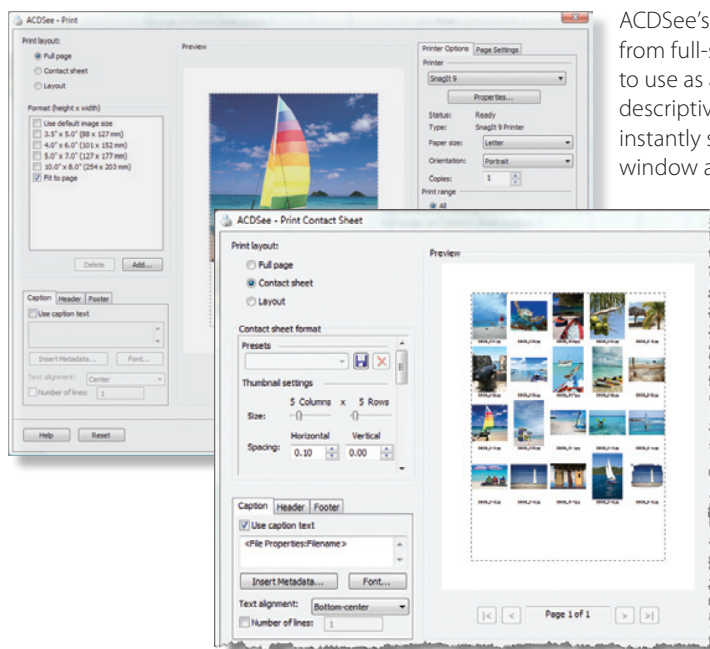
ACDSee includes a variety of tools that you can use to share your photos with friends and family. Whether you want to display your photos on a Web site, print a full-sized photograph on a desktop printer, or watch a slide show on your television, ACDSee can help you do it.

Printing

ACDSee's printing tool has advanced settings for printing from full-sized, to contact sheets with multiple thumbnails to use as an index of your collection. You can add descriptive text to each page or individual image and instantly see the effect in the Preview, which is in the same window as the settings.

The Layout options make it easy to choose the best option to fit your paper size, but you can fine-tune print settings yourself using either the Full page, or Contact sheet options.

You can print photos or images on any size paper, in any orientation, and at any resolution your printer can support. If your photos don't match one of the standard print sizes, such as 5x7 or 8x10, you can create custom print size formats and save them to use at another time. If you print a lot of contact sheets, and have taken a while to create complicated settings, you can also save them as a preset, to use again and again.



Printing an image in ACDSee

You can use all the settings in the Print window to set up a wide variety of layouts, and to orient, position, and group your images precisely on any size page. The Preview of the page is right on the Print window itself. This means you see immediately the effect of any changes to the settings as you make them.

To print a full-page image to fit a standard frame size:

1. Start by selecting the photo or image you want to print in the file list. Then click **File | Print** (or press **Ctrl + P**).

The Print window opens, and the Preview area shows the position and size of the photo on a standard page.

2. In the top-left corner of the window are the three options for printing. Click the **Full page** option.

The Format area to the left of the Preview, changes to **Fit to page**.

3. In the Format area, click the **10x8** check box to print your photo to fit a standard 8x10 photo frame.

The Preview pane shows the current margin settings of your printer as dotted lines around the edge of the page. Any portions of your image that are outside of the margins are shown solid red, so you can see to make adjustments.

4. To center the image on the page, click the **Page Setting** tab in the top right corner of the screen, and then select **Center** from the **Page position** drop-down list.
5. To reduce the page margins, and fit the picture on the page, change the values in the **Top**, **Bottom**, **Left**, and **Right** fields of the Margins area to half an inch.
6. In the **Advanced options** section, select the **Automatically rotate picture based on print format** check box.
The Print tool now rotates the image to fill the 8.5x11 inch page.
7. Click **Print** to print the photo and return to ACDSee.

Printing a contact sheet or catalogue page

When you have a large collection of photos or images, it is difficult to keep track of what you have and where they are. One way is to print contact sheets of thumbnails to use as a catalogue or index. Once in a ring binder, you can quickly skim through your collection and find the image you want.

To make it even easier, in ACDSee you can automatically add unique text to each thumbnail, like the image's file name, caption or keyword. You can also add a header or footer to the printed page for information such as where these images are stored on the computer, CD/DVD, or removable drive.

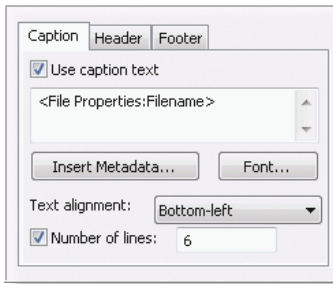
To print a contact sheet or collection catalogue:

1. Start by selecting all the images you want to print in the file list. Then click **File | Print** (or press **Ctrl + P**).
The Print window opens, and the Preview area shows the position and size of the photo.
2. At the top-left corner of the window, click the **Contact Sheet** option.
The images reappear as small thumbnails in a grid.
3. To reduce the page margins and fit more images on the page, click the Page Settings tab on the right side of the window. Change the margin size in the **Top**, **Bottom**, **Left**, and **Right** fields to **0.25**.
4. The quickest way to resize the pictures is to use the **Columns** and **Rows** sliders in the **Contact sheet format** box to the left of the Preview. (You can also increase or decrease the spacing between the images, put a frame around each one, or add a drop shadow or fade.)
5. When you are happy with the settings, click the **Save** icon beside the **Presets** field at the top of the options, type in a name for these settings and click **OK**. Next time you print this kind of page, you won't have to redo the settings.
6. To automatically print the file name (or other information) below each photo, click the **Caption** tab in the lower left corner of the Print window, and then select the **Use caption text** check box.



If you combine the printing power of ACDSee with the database information and the easy-select bar in the Browser, you can print the contents of multiple folders, your whole collection, or special combinations, like images using a certain camera and author in one or two locations. For other collections, you could print all the blue design elements by a group of designers.

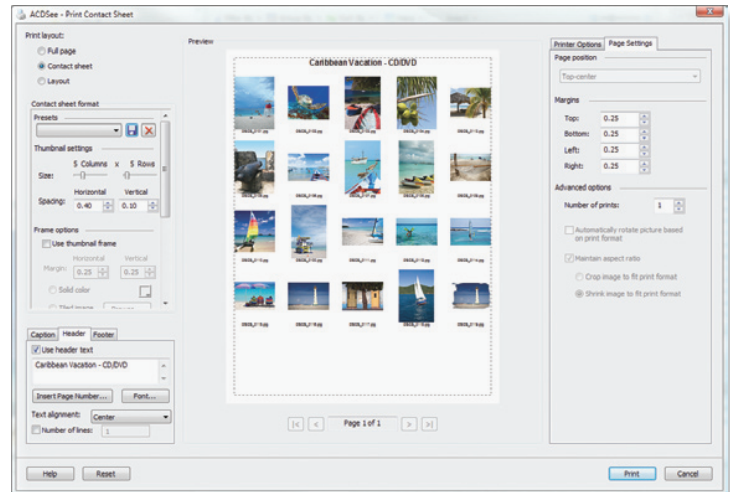
In each case, the location, name, size, or any other data can be printed beside the picture.



7. Click the **Insert Metadata** button just below the text box.
8. In the Choose Properties window, double-click **File Properties**, and then select the **Filename** check box. Click **OK** and the placeholder **<File Properties: Filename>** appears in the text box.

When you print, the actual name of each image replaces the placeholder. The Preview now shows how the actual file name appears below the image so you can adjust the column and row size to be sure you can read all the text.

9. To insert information on the whole page, click the Header tab and then select the **User header text** check box.
10. In the **Text alignment** field, select **Left**, then click the **Font** button and select **Arial Bold Size 18**.
11. In the text box, type in the location of your files. For example, type the path to the folder on your computer, or the name of the CD/DVD, or removable drive.
12. Press **Enter** to insert space between the text and the first row of images.



13. Click **Print** when you are happy with the settings.

Sharing

With ACDSee's sharing tools, you can share your digital photos or image files with anyone you want. You can put your photos on your personal Web site by creating an HTML album, share your pictures online with ACDSee's free SendPix image sharing service, or create a slide show to watch with your family and friends.

Running a full slide show

One of the most popular uses of ACDSee is to create a slide show of all the photos in a particular folder.

To create a slide show of all the photos in a folder:

1. In the Viewer, click **View | Auto Slide Show**.
2. On the **Basic** tab, select the transitions, variations, and effects to customize your slide show.

- Click the check box for a transition to use it in the slideshow.

You can select more than one transition to use in your slide show. When the slide show changes from one photo to the next, it randomly selects one of your choices.

- Select a variation from the **Variations** drop-down menu. You can choose to pan and zoom in on each photo, use a collage effect, with the photos layered over each other, or show photos two or four at a time (2 up or 4 up).
- Select one of the effects from the **Effects** drop-down menu—Black & White, Sepia, Vivid, or Soft.

A preview of the slide show appears in the Preview area so that you can see how the transitions, variations, and effects work together.

3. In the **Slide duration** field, type the number of seconds you want the slide show to display each photo.
4. To play an audio file while the slide show is running, click the **Advanced** tab, and then click the **Browse** button to select your audio file.
5. On the Advanced tab, you can also choose to stretch the images or video to fit the screen, shuffle the slide order, and play any audio clips embedded in the images.

By default ACDSee automatically hides the control bar and loops through the slide show, but you can turn these options off.

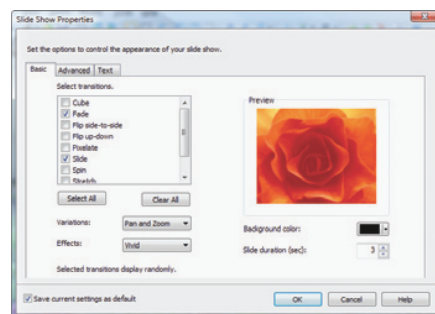
6. To add text to your slide show, click the **Text** tab, and select both the **Display header text** and **Display footer text** check boxes.

Headers display at the top of the screen, and footers display at the bottom.

7. From the **Alignment** drop-down list, select **Center**, and then type a brief description in the Text field of the photos in your slide show.



Transition: The special effect used in a slide show to transform one photo to the next.



If your computer's graphics card does not support DirectX 9.0, some slide show features, such as the Variations and some of the transitions, may not be available.

The same text displays above, or on top of, each photo, centered in the middle of the screen.

8. Click **OK** to launch the slide show.

While the slide show is running, you can use the controls to switch slides, pause, or exit the slide show and return to the Viewer.



Store and Retrieve

In ACDSee, it's really easy to back up your files to CDs or DVDs, or to make presentation-quality CD slide shows to share with friends and family. The Photo Disc feature makes it possible to browse files that are no longer even on your computer but stored on CDs or DVDs or removable drives, so you never lose or forget an image.

Storing



ACDSee uses XMP to embed information in each file. Only some file formats can use XMP including GIF, JPG, DNG, PNG, and TIF. If you are working with these formats, you can move and rename a file, and still retrieve the database information.

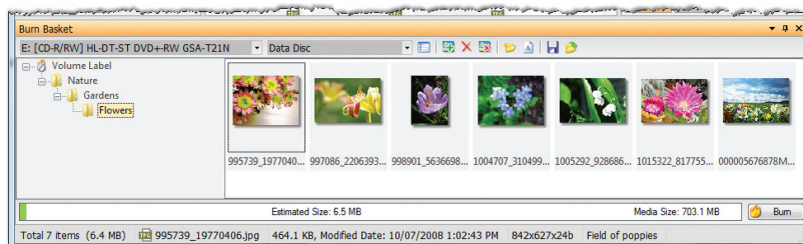
In the case of other formats like RAW, PSD, PDF, etc., the data is embedded in a small sidcar file, which could get separated from its associated file. These other formats should not be moved or renamed outside ACDSee or their data could be lost.

When you add any information about a file to the ACDSee database, as you close, the application ACDSee offers to embed the information inside in the files themselves. Saying Yes to this option, saves the information inside each file, making it easier to relocate files or retrieve the data should you need to.

If you want to back up photos, images, and other media files to CD/DVD, ACDSee makes it extremely easy by having its own built-in Burn Basket, so you don't even have to leave the application. ACDSee not only burns the files but can also store all the database information that goes with them.

What's more, ACDSee's Photo Disc feature makes it possible for you to continue working with the thumbnails of those files even when they are no longer on your computer or in the CD/DVD drive, including cataloging them and seeing them in the Preview panel!

Burning photos and information to a CD or DVD



You can use the Burn Basket to create folders on the disc as you burn it, or to include an automatic slide show. In addition, you can choose to create a Photo disc at the same time so that you can browse through the CD contents in ACDSee even when the disc isn't in your drive.

To burn your photos to a CD:

1. Start by opening the Burn Basket. In the Browser, click **Create | Create CD or DVD** (or **View | Burn Basket**).
2. To add the files you want to burn to the Burn Basket, drag the files or their folders from the Folders pane or file list into the Burn Basket.

Folders are automatically added to the left side of the Burn Basket. You can also create new folders for the disc by clicking the **New Folder** button on the Burn Basket tool bar.

3. To include the database information for all of the photos on the disc, click the **Format Options** button on the Burn Basket tool bar.
4. When you are ready, click the **Burn** button to start burning your disc.
5. On the **Select burn options page** of the Burn Basket Wizard, in the **Volume label** field, type in the name you want to give this disc. Remember to write this exact name on the actual disc so that you can identify it in future when you want to retrieve the files.

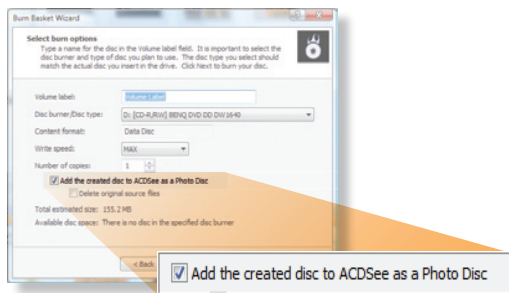


You can reposition the Burn Basket at the top of the Browser, or float it anywhere on your screen, but you can't stack the Burn Basket with other panes, or dock it against the sides of the Browser.



Renaming or removing files and folders in the Burn Basket does not affect the originals still stored on your hard drive.

- Click the **Add the created disc to ACDSee as a Photo Disc** check box. This creates a Photo Disc under Offline Media at the bottom of the Folders pane. The Photo Disc looks and behaves like a virtual folder of thumbnails that you can browse, categorize, and search.



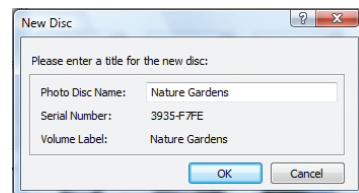
- Click **Next** when you are ready and add a blank disc to the drive when it opens.
- Click **OK** and then **Finish** to complete burning the disc, which will pop out of the drive when it's done.
- ACDSee will then ask you to re-insert the burned disc and click **OK**.
- When you are prompted, type in the name for your Photo Disc so that you can identify it under Offline Media in the Folders pane. It is a good idea to also note the serial number of the Photo Disc. When you are ready, click **OK**.

Remember to write this same name and serial number on the actual disc.



Photo Disc: A feature in ACDSee that creates a virtual folder containing thumbnails of files stored on CD/DVDs no longer on your computer.

This means that you can still browse through the thumbnails even if the disc is not in your drive. You can continue to catalogue, rate, or add database information to the thumbnails, which ACDSee will connect to the real files if you copy them back to your computer.



Backing up the ACDSee database

The more information you store in ACDSee's database, the more important it is to back up and maintain your database regularly. ACDSee includes an automatic backup reminder that you can set to prompt you when it's time to back up the database.

Once you create a backup, you can use the ACDSee Database Backup Wizard to add only the new information you have added since the last time you backed up. This saves time, as the backup doesn't take as long. It also reduces the amount of space needed to store the backups.

To create a backup schedule:

- Start by clicking **Tools | Options** to open the ACDSee Options window. When it opens, click **Database** in the list to go to the Database options page.
- Make sure the **Display backup reminder** check box is selected, and choose how often you want to be reminded to back up your database.

The default setting is to display a reminder every 2 months, but if you have a large image collection and a comprehensive database, you should set the interval to at least once a week or at the outside, once a month.

3. Click **OK** to apply the backup reminder and return to ACDSee.

To back up your database:

1. Click **Database | Back Up Database** in the Browser to open the ACDSee Database Backup Wizard.
2. On the Welcome page, confirm that you want to create a new backup, and then click **Next**.
3. On the New Backup page, select the **Include thumbnails for offline files**.

By backing up the thumbnails for your ACDSee Photo Discs, you can avoid having to add each Photo Disc to the database again if your system crashes. This option uses a little more space than not including any thumbnails at all, but significantly less space than including all of them.

4. Select the **Back up files of type** check box, and confirm that the **Image** check box is selected.

This options backs up all of your photos, as well as all of the information in your database. While this creates a significantly larger backup file, it preserves your photos if you have a hard-drive failure.

5. Under the **Location of source files**, select the files you want included in the backup.
6. Click **Next** to go to the Backup Location page, where you can see where on your hard drive ACDSee will store the backup. You can select a location that is easier to find by browsing to, or creating a new folder for your backup.
7. Click **Next** again to go to the Backup Summary page.
8. Review your choices, and then click **Next** to begin backing up your database and files.
9. When the Database Backup Wizard is complete, click **Finish** to return to ACDSee.

Consider burning a copy of the backup file to CD or DVD just in case you ever have a hard-drive failure.

Retrieving

Retrieving stored information is very easy in ACDSee. If you have older backup CDs, DVDs or removable drives containing image files, you can still create a Photo Disc and then be able to browse them using ACDSee. This makes managing a large collection of files much easier, even when the actual files are in many different places.



For more information about backing up the database, and some helpful hints about backup creation strategies, click the **Help** button in the Database Backup Wizard to go to the **Backing up your database** topic in the Help file. Scroll down to the bottom of the page in the Help file, and click the **Database backup tips and strategies** link.



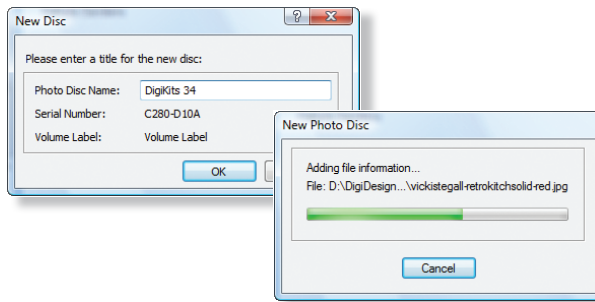
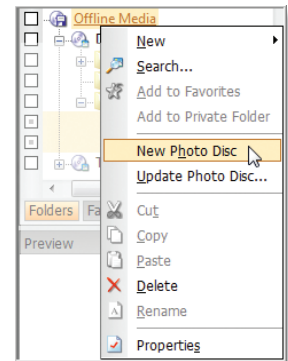
If you add or remove images from a disc that you have already added to ACDSee as a Photo Disc, you can update the information stored in the database. Insert the disc in your CD/DVD drive, right-click the name of the disc in the **Folders** pane and select **Update Photo Disc**.

To create a Photo Disc for an existing disc or removable drive:

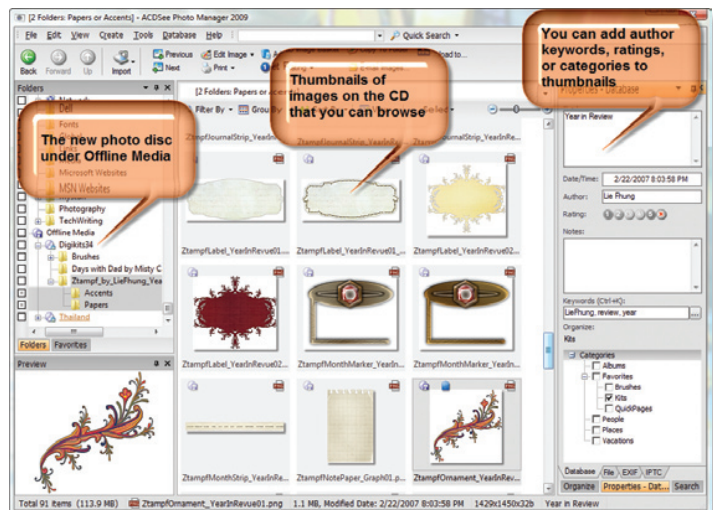
1. Insert the disc containing images into the drive. (Click **Cancel** if the Device Detector window opens.)
2. In ACDSee, in the Folders pane, scroll down to the Offline Media folder.
3. Right-click the Offline Media folder, and select **File | New Photo Disc**.
4. When the ACDSee Photo Disc opens, click **OK**.

If you are working with multi-session discs (re-writable discs) the serial number will change each time you re-write the disc, so you will lose the links between the disc and your Photo Disc. If you use multi-session discs, click **Options** in the ACDSee Photo Disc window, and change the Photo Disc Identification to **Use Disc volume label**. The volume name will not change and so you will be able to maintain the links.

5. In the New Disc window, type in name for the disc. Remember to write this name on the actual disc. It is a good idea to also note the serial number and write that on the disc too. Click **OK**.



Now when you look under Offline media, you will see the folders and thumbnails under a folder with the same name as your disc. You can continue to add database information to these thumbnails and update the disc later.



ACDSee 2009 tutorials : Using the Easy-select bars

What are the Easy-select bars?

Selecting single or multiple folders

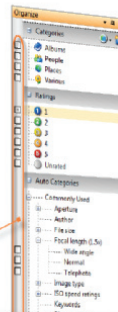
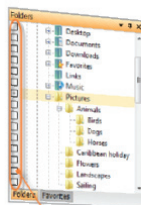
Selecting categories and ratings

Using the Match Any/All options

Combining multiple selections

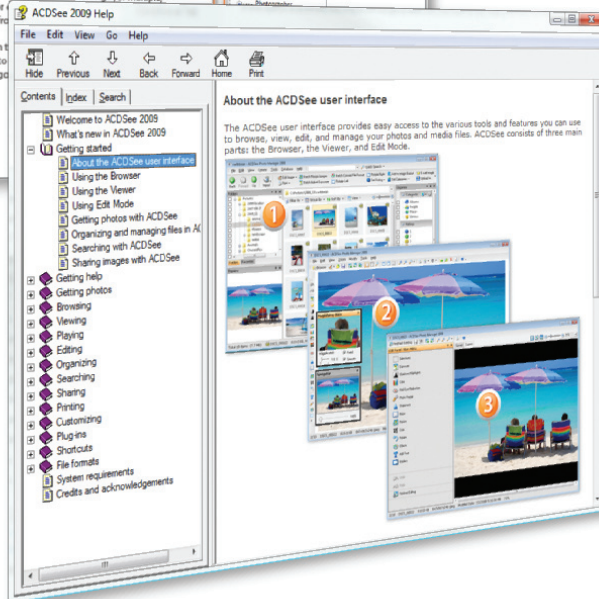
Key concepts

In this tutorial, learn how to use the Easy-select bar to browse, display, group, and search for photos. Easy-select bars look like a row of boxes on the left side of the Folders pane and the Organize pane. They make it extremely quick and easy to locate and display exactly the combination of photos you want to see. If you have assigned ratings and categories to your photos, the Easy-select bars become even more powerful, as you can quickly find photos that match complex combinations of categories, ratings, or autcategories.



You can use the Easy-select bars to select a single, or multiple, folders. As you click, or click and drag, the folders appear, or disappear from the list.

The Easy-select bar on the left can also be used to select ratings, and autcategories.



What next?

ACDSee 2009 is packed with many more useful features and tools – more than we can cover in this simple guide. Hopefully, these instructions have given you some ideas on how the program can help you manage your collection of photos or other files.

We encourage you to explore the rest of ACDSee, and to experiment with some of the features for yourself. If you get stuck, or need more information about a particular tool or feature, try one of the following options:

Consult the Help file

The ACDSee 2009 Help provides explanations and steps for using all of ACDSee's many features. It also contains lists of shortcut keys, detailed descriptions of the Browser panes, and more information about how to import, organize, repair, manage, and maintain your growing collection. Press the **F1** key while using ACDSee at any time to open the Help file.

Product Support and Resources

If you have an Internet connection, you can access the latest information instantly by clicking **Help | Product Support and Resources**. You will find a .PDF of this guide, .PDF tutorials, interactive Video tutorials, and any updates to the software.

Community

Visit the ACDSee Community by clicking **Help | ACDSee Community**. Here you can find our forums, chat to other ACDSee users, and sign up for our free e-mail newsletters to get digital photography tips and tricks, and other useful information.

Blog

Read the ACDSee blog to keep up-to-date with the latest news from the ACDSee team or explore the archives to read posts on product features, photography tips, and much more.

<http://blog.acdsee.com/>

Web site

On the Web site, **www.acdsee.com**, you can find more information about ACDSee, and articles about other products and digital photography in general.

Serialnumber



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